



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM #1

To: 1002-918-85-3135
RFP for Executive Recruiters
Date: March 11, 2010

Question 1: Are the positions for permanent hire or temp to hire?

Answer 1: The positions are permanent hire.

Question 2: Who is the contact at SAHA to send resumes?

Answer 2: The RFP states "Contractor shall further screen the candidates based upon the preferred qualifications of the job description so as to present the five most viable candidates to the President and CEO".

Question 3: You ask for a fixed price. Do you want a fixed price to do both searches or a fixed price for each search?

Answer 3: The fixed price is for both searches.

Question 4: On the job descriptions you list the pay grade of each position. Is there a chart that translates the pay grade to dollars? If not what is the anticipated salary in dollars for each position?

Answer 4: Pay grade 21 ranges from \$82,576 to \$125,840.
Pay grade 22 ranges from \$89,232 to \$135,824.

Question 5: When do you expect these searches to start? Will they be conducted simultaneously?

Answer 5: The searches will begin when a Contractor is selected. The searches will be conducted simultaneously.

Question 6: Are relocation and sign-on bonuses being offered in order to support SAHA's request for conducting an aggressive nationwide campaign in order to acquire qualified candidates? If so, will the allowances be paid up front?

Answer 6: SAHA does not pay sign on bonuses. Any relocation expense would be at the discretion of the CEO.

By: Charles R Bode
Charles Bode, Asst. Director of Procurement

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